

Spalding High School Pupil Privacy Notice (How we use pupil information)

This document is for parents/carers and pupils to remind you of what data information is collected, used and shared by Spalding High School as an educational setting and service provider. For the purpose of this document, the term 'pupil' refers to every child in Y7-Y13. This document has been personalised from the DFE Standard Privacy Notice for Schools and all credit is given to that document.

Please note that all of our systems for data collection are in the process of being reviewed and updated in the light of the new GDPR regulations to ensure compliancy. This includes our School Data Protection Policy.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, punctuality, number of absences and absence reasons) □
- Assessment information and examination results
- 11+ Pupil registration details and results
- Relevant medical information
- SEND information
- Behaviour information (including exclusions)
- Post 16 and post 18 learning information and destination data

Why we collect and use this information We

use the pupil data:

- to support pupil learning and meet pupil need
- to monitor, track and report on pupil progress
- to provide appropriate pastoral care and safeguarding
- to assess the quality of our services
- to comply with Local Authority admissions requirements
- to comply with the law regarding data sharing
- maintain excellent lines of communication between home and school

The lawful basis on which we use this information:

We collect and use pupil information under the lawful basis (GDPR Article 6) that data processing is necessary for compliance with the legal obligations and legitimate interests that we, as a school, are subject to. Some information such as SEND and medical information is collected because it is necessary in order to protect the vital interests of the pupil and that we have legal obligation to meet the pupil's needs. Information such as photographs are collected because they are necessary for us to perform a task in the public interest and for our official functions. Photographic images are collected based on our Photographic Image Policy. Parents and pupils give explicit consent to specific criteria for the level at which these images to be taken and used. Similarly, our collection of biometric data ("special category personal data") for the cashless catering service is collected by explicit consent. Racial group, ethnic group and religion are identified as "special category personal data" (GDPR Article 9) and processing is necessary for compliance with the legal obligations and legitimate interests that we, as a school, are subject to.

Collecting Pupil Information:

Whilst the majority of pupil information parents and pupils provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data (including SIMs picture) for **ten years** from the point of removal from the school roll. All other photographs and biometric data are securely deleted at the point the child is removed from roll.

Who we share pupil information with

We routinely share pupil information with:

- schools/institutions that the pupil attends after leaving us
- our Local Authority (Lincolnshire County Council)
- the Department for Education (DfE)
- Asset For Schools (attainment data and tracking systems)
- MyMaths (to support Maths learning)
- Evolve (the Local Authority system used to manage school trips and visits)
- NHS (for health tracking and vaccination programmes for example)
- School catering service
- GL Assessment (who administer the Lincolnshire Consortium 11+)

We hold much of our personal and sensitive data on SIMS, provided by Capita. Access to this system is strictly controlled, password protected and only staff have access to that data which they need to carry out their day-to-day responsibilities.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins educational attainment policy, monitoring, and school funding. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisors

A parent or carer can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisors

For more information about services for young people, please visit the local authority website.

The National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Law requires us, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-howwe-collect-and-share-research-data> . For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received> To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headmistress.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact If you would like to discuss anything in this privacy notice, please contact the Headmistress at the School address.